

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991 is supplemented as follows:

Section A-1.

Added: e. Additionally Group and Unit Commanders are to take a command interest in ensuring that a safety conscious culture exists and effective safety programs are implemented within their units. All commanders at all levels and all appointed project officers for any CAP activities in the New Jersey Wing must be fully aware of the requirements of CAPR 62-1 and CAPR 62-2, as supplemented by the Northeast Region and as supplemented by the New Jersey Wing.

Section B-2.a.

Added: (3) Squadron Safety Officer appointments shall be submitted in writing to appropriate group. Appointments of Group Safety Officers shall be submitted in writing to the New Jersey Wing.

Section B-2.b.

Added: (2) Unit Safety Officers will email the monthly safety report to the New Jersey Wing Safety Officer at se@njwg.cap.gov. This report will contain the following data elements:

<u>Required Format</u>	<u>Sample Submission</u>
Unit Number: NJxxx	Unit Number: NJ103
Unit Name: xxxxxxxxxxxxxxxxx	Unit Name: Jimmy Stewart
Meeting Date: mm/dd/yyyy	Meeting Date: 03/03/2003
Meeting Topic: xxxxxxxxxxxxxxxxxxxxxxxxx	Meeting Topic: Safety Pledge from National Commander as posted in CAP News
Attendance Count: nn	Attendance Count: 26

This email shall be submitted to the Wing Safety Officer no later than the 1st of each calendar month for unit safety meetings held during the preceding calendar month.

The reporting unit will retain the paper copies of the meetings using NJWF-1 to record the topic, a list of the members attending, and a count of the members attending. This paper record will be subject to review by Short Notice Inspection Teams IAW CAPR 60-2 Section 4.d.(5).

This procedure replaces all existing procedures. Group commanders may elect to have the Group Safety Officer collect paper copies of unit NJWF-1 forms. In such instances, this group practice does not supersede the New Jersey Wing requirement that unit Safety Officers will email monthly safety report information as described above.

As an alternative to using NJWF-1, units may enter this data via the Wing Management Utility (WMU). The WMU can be accessed from the New Jersey Wing home page or via the link <http://wmu.nat.cap.gov/NewMainMenu.asp>.

Added: (3) Group Safety Officers will periodically verify that unit safety meetings are being held and that unit Safety Officers are submitting the monthly emails to the Wing Safety Officer. It is advisable that Group Safety Officers receive a copy of the email submitted to the Wing Safety Officer.

Added: (4) The Wing Safety Officer will maintain a database and publish a status report of submissions by squadron and group. This report will be published on the Safety Department's page of the New Jersey Wing web site (<http://njwg.cap.gov/safety/>).

Added: (5) The Wing Safety Officer will publish the quarterly report of safety activities and submit to NER by the 15th of the month following the end of the reporting quarter. This report will be produced from the database in (4) above and will be a year-to-date listing similar to the WMU Safety Report.

Section B-2.f.

Added: (1) Each NJ Wing unit will conduct an Annual Safety survey between January and April of each year. A copy of the safety survey report will be submitted to the Group Safety Officer no later than 1 May of each year.

Added: (2) Each Group Safety Officer will follow up with each unit in the Group to ensure that the units have conducted an Annual Safety survey between January and April of each year. Each Group Safety Officer will combine and the submit to the New Jersey Wing Safety Officer the annual safety surveys from the group and its squadron units no later than 8 May of each year.

Section B-8.

Added: (1) FAA Pilot Proficiency Awards Program (WINGS). The FAA encourages each pilot to establish a regular recurrent training program and invites pilots to participate in the Pilot Proficiency Awards (WINGS) program. There are 20 phases to the program. The particulars of each phase depend on which kind of aircraft you fly. For airplanes, you must complete at least one hour of an FAA-sponsored or FAA-sanctioned aviation safety seminar and three hours of flight training. Other aircraft types have different requirements. Upon completion of each phase in Phases 1 to 10, you will be presented with a distinctive lapel pin and a certificate of completion. In Phases 11 to 20, you will receive a certificate only.

Pilots participating in the Pilot Proficiency Awards Program need not accomplish the flight review requirements of FAR 61.56. For more information on this program, please refer to FAR 61.56 Flight Review paragraph (e) and FAA Advisory Circular 61-91H: Pilot Proficiency Awards Program.

Pilots who have successfully completed a phase of the WINGS must submit a copy of their FAA Wings certificate to the Wing Safety Officer. The Wing Safety Officer will maintain a database of pilots who are participating in the FAA Wings program and who have successfully completed a WINGS phase. On a monthly basis the Wing Safety Officer will produce an activity report for the Director of Standards & Evaluation.

CAP Member Pilots who complete the first phase of this program are eligible to wear the FAA Proficient Pilot patch on flight clothing.

Wing Check-Pilots may use the FAA WINGS Program to renew their CFI certificates. To qualify, CFI's must have provided flight training in a phase of the WINGS program to at least five pilots. This flight training must total to at least 15 hours. The CFI must have endorsed each pilot's logbook. The CFI must also be a participant in the WINGS Program. This authorization comes from FAR 61.197 (a) (2) (ii). For additional information please refer to FAR 61.197 Renewal of Flight Instructor Certificates and FAA Flight Standards Handbook Bulletin for General Aviation, Bulletin HBGA 00-18, Procedures for Renewing a Flight Instructor Certificate on the Basis of Participation in the FAA's Pilot Proficiency Awards Program (WINGS).

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Safety Officer

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CORNELIUS J. FLYNN, Col, CAP
Commander

1 Attachment

1. #8 Sample Monthly Safety Meeting
Report, NJWF1, supercedes 1 April 1995